



# The City of West University Place

*A Neighborhood City*

## CITY COUNCIL

Susan Sample, Mayor  
Vacant, Mayor Pro Tem  
Bob Higley, Councilmember  
Kellye Burke, Councilmember Mardi  
Turner, Councilmember

## STAFF

M. Chris Peifer, City Manager  
Alan Petrov, City Attorney  
Thelma Gilliam, City Secretary

## CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in regular session on **Monday, September 10, 2018**, in the Municipal Building, 3800 University, West University Place, Texas beginning at approximately **6:30 p.m.**

**Called to Order.** Mayor Sample called the meeting to order at approximately 6:30 p.m. in the Council Chambers. Council and Staff in attendance were: Councilmembers Burke, Higley, and Turner, City Manager Peifer, City Attorney Petrov, City Secretary Gilliam, Assistant City Manager/Public Works Director Beach, Police Chief Walker, Communications Director Jett, Finance Director Kalka, and Fire Chief Taylor. *Note: Former Mayor Pro Tem Franklin resigned from Council on August 31, 2018.*

Julian Fontana, Benefits Consultant with HUB/IPS, was also in attendance.

**Pledge of Allegiance:** Councilmember Higley led the Pledge.

**Notice of Meeting:** City Secretary Gilliam confirmed that the notice of the meeting was duly posted in accordance with the Texas Government Code, Chapter 551.

Regular Meeting Agenda items were as follows:

Mayor Sample recessed the regular meeting at approximately 6:32 p.m. to convene the Employee Benefits Trust Meeting. (Note: The City Council also serves as the Employee Benefits Trust)

At approximately 6:45 p.m., Councilmember Higley moved to adjourn the Employee Benefits Trust meeting. Councilmember Turner seconded the motion. **MOTION PASSED.**

<b>Ayes:</b>	Sample, Burke, Higley, Turner
<b>Noes:</b>	None
<b>Absent:</b>	None

See the Minutes of the Employee Benefits Trust for action taken.

At this time, Mayor Sample resumed the regular meeting of the City Council.

### 1. Transfer of Funds to Employee Benefits Trust

Matters related to the consideration and action on authorizing the transfer of funds from the City of West University Place to the City of West University Place Employee Benefits Trust to pay for employee-related benefits beginning with the October 2018 contribution. *Recommended Action: Authorize the transfer of funds. Mr. James Urban, Human Resources Director and Mr. Julian Fontana, IPS Advisors*

Councilmember Burke moved to accept staff's recommendation to authorize the continued transfer of funds on a monthly basis from the City of West University Place to the City of West University Place

Employee Benefits Trust beginning with the October 2018 contribution. Councilmember Higley seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Burke, Higley, Turner  
**Noes:** None  
**Absent:** None

**2. Public Comments**

This was an opportunity for citizens to speak to Council relating to agenda and non-agenda items.

The following residents spoke:

- Robert Grossman, 4103 Ruskin, spoke regarding spot zoning.
- Alida Drewes, 6112 Fordham, spoke regarding senior exemptions.

**3. Buffalo Speedway Renovation Project**

Matters related to awarding a contract to provide engineering services required for the preparation of plans, specifications and estimates and related documents for the Buffalo Speedway Renovation Project. *Recommended Action: Award contract for project.* **Mr. Dave Beach, Assistant City Manager/Public Works Director**

Councilmember Higley moved to approve the Engineering Agreement with Freese and Nichols, Inc., in the amount of \$1,737,090 and authorize the City Manager to execute the agreement. Councilmember Turner seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Burke, Higley, Turner  
**Noes:** None  
**Absent:** None

**4. Memorandum of Understanding (MOU) with Southside Place**

Matters related to a Memorandum of Understanding with the City of Southside Place in regards to drainage infrastructure improvements along Auden Street between University Boulevard and Bellaire Boulevard (the Auden Street Drainage Project). *Recommended Action: Discuss and take any desired action.* **Mr. Aaron Taylor, Fire Chief**

Councilmember Higley moved to authorize the City Manager to execute this MOU with Southside Place for the proposed HMGP Auden Street Drainage Project. Councilmember Burke seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Burke, Higley, Turner  
**Noes:** None  
**Absent:** None

**5. Certified Appraisal Roll**

Matters related to a resolution acknowledging receipt of the appraisal roll, the assessor-collector's certificate and notice of a public hearing. *Recommended Action: Approve resolution acknowledging receipt of appraisal roll and notice of public hearings, accept the 2018 Certification of Estimated Collection Rate from Harris County Tax Office, and accept Notice of the 2018 Tax Year Proposed Property Tax Rate as calculated by the City's Tax Assessor/Collector.* **Ms. Marie Kalka, Finance Director**

Councilmember Turner moved to:

- Approve resolution proposing a not-to-exceed tax rate and schedule public hearings for October 1, 2018 and October 8, 2018.
- Review and accept the 2018 Certified Appraisal Roll.
- Review and accept the 2018 Certification of Estimated Collection Rate from Harris County Tax Office.
- Review and accept the 2018 Notice of 2018 Tax Year Proposed Property Tax Rate as calculated by the City Tax Assessor/Collector below:
  - Proposed tax rate at .33048 per \$100 valuation
  - Effective tax rate at .31519 per \$100 valuation
  - Rollback tax rate at .33049 per \$100 valuation

Councilmember Higley seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Burke, Higley, Turner  
**Noes:** None  
**Absent:** None

**6. Record Vote on Tax Rate and Set Public Hearings**

Matters related to a resolution recording vote on tax rate on the proposed “not to exceed” tax rate of \$0.33048 and scheduling public hearings. *Recommended Action: Adopt resolution recording vote on the “not to exceed” tax rate of \$0.33048 and calling public hearings for October 1, 2018 at 6:30 p.m. and on October 8, 2018 at 6:30 p.m. Ms. Marie Kalka, Finance Director*

Councilmember Burke moved to adopt the resolution taking a record vote on the proposed “not to exceed” tax rate of \$0.33048 and call the necessary public hearings, with the first public hearing to be held on October 1, 2018 at 6:30 p.m. and the second public hearing to be held on October 8, 2018 at 6:30 p.m., with both being held in the West University Place Municipal Building at 3800 University Blvd, West University Place, Texas. Councilmember Turner seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Burke, Higley, Turner  
**Noes:** None  
**Absent:** None

**7. Public Hearing for 2019 Budget**

Matters related to scheduling a public hearing for October 15, 2018 at 6:30 p.m. to hear comments on the 2019 City Budget. *Recommended Action: Schedule a Public Hearing for October 15, 2018 at 6:30 p.m. to hear comments on the City’s 2019 Budget. Ms. Marie Kalka, Finance Director*

Councilmember Turner moved to set the date for the public hearing on the 2019 Budget for October 8, 2018 at 6:30 p.m. at the City of West University Place City Hall, located at 3800 University Blvd, West University Place, Texas 77005. Councilmember Burke seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Burke, Higley, Turner

**Noes:** None  
**Absent:** None

**8. Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election**

Matters related to City Council voting on representatives to serve on the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Board of Trustees or delegating such authority to the City Manager. *Recommended Action: Designate authority for the city manager to vote on TMLIRP Board of Trustees on behalf of City Council.* **Mr. M. Chris Peifer, City Manager**

Councilmember Higley moved to designate the authority to vote Trustees for Places 11 through 14 for the Texas Municipal League Intergovernmental Risk Pool to the City Manager. Councilmember Burke seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Burke, Higley, Turner  
**Noes:** None  
**Absent:** None

**9. Consent Agenda**

All Consent Agenda items listed were considered to be routine by the City Council and was enacted by one motion.

**A. City Council Minutes**

Approve City Council Action Minutes of August 27, 2018. *Recommended Action: Approve Minutes.* **Ms. Thelma Gilliam, City Secretary**

**B. Appointing/Reappointing Members to the Friends of West U Parks Fund, Inc.**

Matters related to adoption of a resolution appointing/reappointing members to the Friends of West U Parks Fund, Inc. *Recommended Action: Appoint Dan Fertig to Position 20 and Sarah Knysh to Position 9 and Reappoint Stephen Jacobson to Position 10, Christi Young to Position 11, Mitra Woody to Position 18 and Kara Schaefer to Position 19 with all terms ending August 31, 2021.* **Ms. Thelma A. Gilliam, City Secretary**

Councilmember Higley moved to approve the Consent Agenda as presented. Councilmember Turner seconded the motion. **MOTION PASSED.**

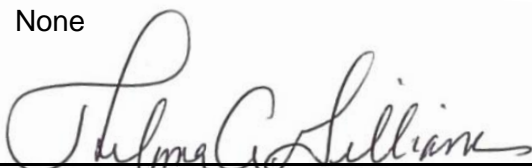
**Ayes:** Sample, Burke, Higley, Turner  
**Noes:** None  
**Absent:** None

**10. Adjourn**

With no other matters before Council, Councilmember Higley moved to adjourn the meeting at approximately 7:45 p.m. Councilmember Turner seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Burke, Higley, Turner  
**Noes:** None  
**Absent:** None

Prepared by:

  
Thelma A. Gilliam, TRMC, City Secretary

September 24, 2018  
Council Approval Date